



Maryland Judiciary

Job Announcement

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OPEN CURRENT DISTRICT COURT FOR BALTIMORE CITY BAILIFFS ONLY

Opening Date:	July 23, 2015	Closing Date:	August 6, 2015
Job Title:	Lead Bailiff	Position Type:	Contractual, Full Time
PIN:	701000	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City (Hargrove) Baltimore, Maryland	Salary:	J10 \$18.77 per hour
		Financial Disclosure:	No

Essential Functions: Responsible for the overall security operation of the courthouse located in District 1, Baltimore City by providing the day-to-day guidance, direction, scheduling and assignments of bailiffs. Work involves ensuring the safety of visitors, judges, employees and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Inspects facility and security equipment, limiting security threats and breaches. Participates in the hiring and disciplinary actions of subordinate staff. Reports to a Supervising Bailiff or other supervisor designated by the Administrative Clerk.

Education: High school diploma/GED and **MUST be a graduate of a Police Training Academy.**

Experience: One year of experience as a District Court Bailiff.

Skills/Abilities: Knowledge of laws of arrest and arrest procedures and techniques. Knowledge of District Court security procedures. Ability to recognize and diffuse difficult situations by taking appropriate action promptly. Ability to coordinate staffing needs and accept direction from supervisory staff. Ability to work independently of the supervising bailiff. Ability to communicate effectively with team, judicial staff and general public. Ability to obtain certification in first aid and CPR/AED. Ability to defend themselves against and/or engage in physical contact with disorderly or combative persons. Ability to stand or sit for long periods of time. Ability to operate a PC and standard office equipment. Ability to use word processing applications and Lotus Notes. Ability to deal politely and professionally with co-workers and members of the bench and other agencies. Ability to organize and work well with others. Ability to be courteous and tactful with citizens and co-workers, and willingness to assist the public and co-workers as needed. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department
580 Taylor Avenue, Bldg. A-1
Annapolis, Maryland 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.